

DEPARTMENT OF RETIREMENT SYSTEMS

RFP 02-900

PRE-QUALIFIED VENDOR LIST

Released November 15, 2002

1. **PROJECT STATEMENT:** In order to support agency initiatives, the Department of Retirement Systems (DRS) will, from time to time, contract for “Purchased Services”. DRS wishes to identify vendors who can be relied upon to provide competent, professional, timely and competitively priced services as they are needed.
2. **OBJECTIVES:** The objective of this Request for Proposals (RFP) is to establish a list of vendors who have been pre-qualified to provide various types and levels of Purchased Services at competitive rates. DRS will use this list as a primary source of contacts when soliciting proposals for services.
3. **PROPOSAL CONTENT:** Proposals must include a concise description and history of the company, including type of business, names, titles and addresses of principles, years in business, number of employees, number of subcontractors with whom the company has been affiliated for more than two years, gross receipts for the last two fiscal years, and a current financial statement, bank reference or statement of financial position from an independent auditor. Proposals must also include a list of clients for whom relevant work has been done in the last 3 – 5 years including a detailed description of the work provided. In addition, at least three client references should be provided with contact information for anyone who will be representing the company in dealings with DRS.

Using the list of categories and skill levels identified in Exhibit A, vendors are to indicate each category and skill level for which they can supply qualified staff. There must be documentation identifying which elements of each classification/skill level can be met with the current staff and subcontractors who are potentially available to DRS during the term of the Pre-Qualified Vendor List. This documentation may include, but need not be limited to, individual resumes with appropriate highlights.

Vendors must supply their standard hourly rate for each category/skill level being proposed. This rate cannot be changed for the duration of the list as specified in Section 8, SCHEDULE, of this document. It will be used in initial evaluation of all vendors and will be subject to negotiation during actual contract negotiations.

4. **PROPOSAL SUBMISSION:** An original, **PLUS** three copies of the entire proposal **FOR EACH CATEGORY BEING PROPOSED**, and a copy of the proposal on a floppy disk, Zip disk or CD, must be delivered to the DRS RFP Coordinator at the address below. They must be received by 4:30pm, local time, December 6, 2002. It is the vendor's responsibility to ensure physical delivery of the proposals at the time and place specified. Faxes and E-mails will not be accepted.

Mailing Address: Jim Gunn, DRS RFP Coordinator
P.O. Box 48380
Olympia, WA 98504-8380

Street Address: 6835 Capitol Blvd.
Tumwater, WA 98501

Fax Number: (360) 753-5397
Phone Number: (360) 664-7264
E-mail: jimg@drs.wa.gov

5. **PROPOSAL EVALUATION:** An initial review will determine those proposals that are complete and considered responsive to the details of the RFP. Separate review committees will then evaluate all responsive proposals by category. As part of that evaluation, DRS reserves the right to seek clarification of proposal content in order to fairly evaluate all proposals on common grounds. Based on the results of the evaluations, DRS will perform reference checks for those vendors deemed viable by the review committees. DRS also reserves the right to contact references other than those supplied by the vendor and use that information in evaluating the vendor.
6. **ESTABLISHING THE LIST:** Following the evaluation process a "Pre-Qualified Vendor List" will be created containing the names and contact information for the highest ranking vendors in each category/skill level classification.
7. **USE OF THE LIST:** The Pre-Qualified Vendor List streamlines that initial part of the contracting process having to do with identifying vendors who will be invited to participate in a solicitation. The other usual and customary evaluation, selection and contract negotiation processes will take place in accordance with policies established by the Office of Financial Management and the Department of Information Services.

Whenever DRS has a need to contract for services covered by this Pre-Qualified Vendor List, vendors from the list will be contacted and given the opportunity to respond. DRS may select any vendor and any number of vendors from the list to contact. In addition, DRS reserves the right to use other contracting processes to contact vendors not on this list if it appears to be in the best interests of DRS to do so.

8. **SCHEDULE:** It is anticipated that the list will take effect January 1, 2003 and be in effect through December 31, 2003. It may be extended beyond that date. If extended, vendors on the list will be asked if they wish to continue being listed and will be allowed to adjust their hourly rate/s.
9. **COMMUNICATION:** In lieu of a Pre-Bid Conference, vendors may submit questions to the RFP Coordinator. Vendor questions and DRS answers will be posted on the DRS website (drs.wa.gov/drs/agency/vendors/index.htm) as they occur.

Rates for each category must be reported at the JOURNEY, SENIOR & EXPERT experience levels where:

Journey: Sound, functional knowledge, skills and abilities
Able to work with a minimum of supervision
Tasks to be well defined

Senior: Advanced knowledge, skills and abilities
Able to work with little or no supervision
Able to direct the work of journey level staff
Tasks need moderate level of definition; able to identify the details

Expert: Highly superior knowledge, skills and abilities
Able to work independently
Able to define, direct and evaluate the work of others
Independent self-starter able to identify and define tasks given basic direction

While not all-inclusive, the knowledge, skills and abilities listed below indicate the types of experience DRS will be looking for. They provide a basis for determining a vendor's suitability within a given category.

Scoring of responses will be done by applying the following criteria to each of the items below:

- No knowledge in this area – no points
- Some knowledge of an item – 1 point
- Thorough knowledge of an item – 2 points
- Ability to perform/apply (assumes knowledge) – 3 points
- Skilled performance/application (assumes knowledge and ability) – 4 points
- Highly skilled performance/application (assumes knowledge and ability) – 5 points

MAINFRAME APPLICATIONS

- IBM mainframe, including software tools and technologies
- DIS operating environment (hardware, software, policies, procedures)
- z/OS, JCL, TSO/ISPF, system utilities, COBOL 370, CICS COBOL, ADABAS/Natural, Endevor, RACF, N20, CA7, EOS
- Middleware technologies, preferably Websphere MQ (MQSeries)
- File Transfer Protocol (FTP) software
- Requirements definition

LAN/WEB APPLICATION DEVELOPMENT

- Developing, monitoring, troubleshooting in MS Windows XP/NT/2000 workstation and server

environments

- Client server and/or Internet/Intranet application development
- Visual Interdev, Dreamweaver, SourceSafe & Access development tools
- Visual Basic, Visual Interdev, SQL Server, HTML, VB Script, Java Script, XML, XSLT.NET, ASP.NET, VB.NET, ADO.NET development languages
- COM/COM+, Transaction Server, ASP technology, Unix, XML, XSLT.NET, ASP.NET, VB.NET, ADO.NET, ActiveX, SQL Server, Active Directory and Web Services technologies
- Developing cross-browser applications using Internet Explorer, Netscape and other user agents,
- Building secure internet/intranet applications
- Use of middleware technologies, preferably Websphere MQ (MQSeries)
- File Transfer Protocol (FTP) software
- Requirements definition
- Streaming media
- Other technologies and development tools

LAN/WAN/WEB SERVER ENVIRONMENTS

- Server security (NT, Windows 2000, Active Directory AD)
- Network security (firewalls, intrusion detection, etc)
- Network protocols TCP/IP, Network applications: DHCP, DNS, WINS
- Performance monitoring concepts, tools & techniques (Infrastructure, Network Server, Composite Baseline Analysis)
- Network planning and topology, Windows NT, Windows 2000 (Capacity planning, consultants design & planning (W2K & AD)
- Disaster Recovery
- IT Acquisition management
- Microsoft (MS) certification
- MS Outlook / Exchange administration
- IIS Administration
- Use of Forensics methods & tools
- Middleware technologies, preferably Websphere MQ (MQSeries)
- Requirements definition
- Streaming media

DESKTOP/PC SUPPORT

- Installing, configuring, troubleshooting and repairing PC hardware and peripherals
- Installing, configuring and troubleshooting PC desktop applications and software
- Installing, configuring and troubleshooting PC operating systems (Windows 2000,XP)
- PC hardware and software product testing and evaluation
- Providing training on PC hardware and software utilization

TESTING

- Testing of code, functionality, Web interactions/links, telephony, GUI interfaces
- Theory, practices, procedures & tools for Functional, Regression, Integration, Acceptance, Stress

& Performance testing

- Testing of Mainframe systems; batch and online, database and flat file based
- Testing of Network/Web based applications
- Testing of standalone PC applications

TECHNICAL WRITING/DOCUMENTATION

- Gathering technical information from meetings, interviews, research and other sources
- Developing and editing technical documents, manuals and procedures
- Automated tools including: Word, PowerPoint, Excel, PageMaker, Dreamweaver, Adobe Acrobat, VISIO
- Printers, performing press checks and checking proofs
- Professional spelling, grammar and punctuation skills
- Writing online help procedures for automated applications
- Developing training materials for automated applications
- Documentation tools (ECORA, CASE Tools)

IMAGING SYSTEMS

- Imaging system technologies
- The eiStream VIEWSTAR product
- Visual Basic & SQL Server in an imaging environment
- Integration of e-mail, fax and telephony with Imaging systems